MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

Policy Subject: Patient Emergency Leave	
Policy Number: CTP 18	Standards/Statutes: ARM 37.27.130
Effective Date: 01/01/02	Page 1 of 2

PURPOSE: To establish how a patient requests and receives a temporary discharge from the program.

POLICY: The program recognizes that there are extreme situations, which could require a patient to interrupt their stay for a short period. This may include, but not limited to a death in the immediate family; medical care beyond the scope of the program; or mental health stabilization.

PROCEDURE:

I.   The counselor will notify the following:

    A. Parole/probation officer (if applicable) has been advised and has given permission and may or may not issue a travel permit.

    B. The court involved (if applicable) has been advised and given permission.

    C.   When necessary, the appropriate lawyer/county attorneys have been advised.

    D.   The referral agency with the patient's itinerary and planed return day and time.

    E. Inform the nursing staff of the time and date the patient will be discharged.

II.   A date for readmission will be made with the Admissions department at the time of discharge.

III.   If a date cannot be set at that time of discharge for re-admission, then the patient must contact the out patient program that referred them to re-schedule an admission date.

IV.   The counselor will help the patient coordinate travel, departure and return times in order to make the leave as smooth as possible.

V.   The Counselor will document all contacts and arrangements in the patient's file.

VI.   Nursing staff will be responsible for the following:

      A.   Coordinating any medications with a physician and the pharmacy.

      B.   Complete the appropriate status and census forms.

      C.   Arrange a bus ticket and transportation to the bus depot.

VII.   The leave will be documented at staff request for ADIS reporting requirements.

Revisions:_____

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